

Subject: MILITARY LEAVE

REFERENCES	SECTIONS
DGS Department Manual http://orpm.dgs.ca.gov/DGSManual/TOC/default.htm	Section 1312
Human Resources Policy Memos http://hr.dgs.ca.gov/PublicationsandResources/HR+Memos.htm	HR-01-031
Law & Regulation http://www.dpa.ca.gov/statesys/dpa/laws.htm http://www.dpa.ca.gov/statesys/dpa/oalrules.htm	Military & Veterans Code 389-398 GC 18543; 19140; 19770-19776; 19780-19786; 19991.8 & 9; 19997.5 & 6; 20990-21013 SPB Rule 322
Memo of Understanding (MOU) http://www.dpa.ca.gov/collbarg/contract/bumenu.shtm	Applicable BU Contract
Payroll Procedures Manual (PPM) http://www.sco.ca.gov/ppsd/ppm/index.shtml	Section G500
Responsible Control Agency and Program	SPB DPA
SPB/DPA Policy Memos http://www.dpa.ca.gov/statesys/dpa/src/hfpml.shtm	DPA – PML, 2001-036, 2003-050, 2004-013
Other:	
DPA Military Handbook	http://www.dpa.ca.gov/general/MilitaryLeave.shtm

Military Leave

Policy

The DGS will grant a military leave of absence to an employee as set forth in the Military and Veterans Code and the Government Code of California for service of more than 30 calendar days.

Additionally, anytime an employee is called to active military service for more than 30 calendar days, the Military Leave Work Sheet must be completed, which requires the completion of the Qualified Military Service Loan Repayment Agreement by the employee when the employee separates with an outstanding Savings Plus Program loan.

Definition

Military leave means the leave of absence status of an employee who leaves a position to serve in the armed forces, as well as the employee's reinstatement rights after the completion of military service.

Military leave categories

There are four categories of military leave, defined as follows:

- Short-term military leave means a leave for 6 months or less.
 - Long-term military leave means a leave for more than 6 months.
 - Emergency military leave means a leave for members of the National Guard during such time as the Governor may have issued a proclamation of a state of extreme emergency or insurrection under the provisions of Section 143 and 146 of the Military and Veterans Code or during such time as the National Guard may be on active duty for one or more situations in Section 146 of the Military and Veterans Code.
 - War or National emergency means a leave when the President has determined that it is necessary to augment the active forces for any operational mission, or in a time of a national emergency declared by the President or Congress.
-

Continued on next page

Military Leave, Continued

Conditions for granting leave and salary payment	Each of the four categories of military leave has specific conditions for granting leave and for salary payment. These conditions are discussed in the "Handbook for California State Civil Service Employees Entering the Military Service" located at http://www.dpa.ca.gov/general/MilitaryLeave.shtm .
Reinstatement	A Request for Personnel Action (RPA) is required if the reinstatement from military leave is 6 months or longer. However, if the employee has been moved from a budgeted position into the blanket, whether for more or less than 6 months, an RPA is also required to determine to what position the employee is to be reinstated.
Conditions of reinstatement	<p>Reinstatement parameters including time limitations for each category of military leave are discussed in the "Handbook."</p> <p>Information regarding benefits, probationary period, leave credits and examinations upon reinstatement may also be found in the "Handbook."</p>
Attachments	Military Leave Work Sheet
